



Museum Association of Arizona
P.O. Box 63902, Phoenix, Arizona 85082-3902
www.azmuseums.org

CALL FOR NEWSLETTER DESIGNER

The MAA is a non-profit organization dedicated to the enrichment and support of Arizona's museum community. Organized in 1982, the Museum Association of Arizona:

- Fosters communication and cooperation between Arizona museums and related organizations
- Provides educational opportunities for the whole museum community
- Advocates and publicizes these objectives statewide

The Museum Association of Arizona (MAA), a non-profit 501(c)3 organization representing Arizona museums statewide, is making a formal request for proposals to fill the position of MAA Newsletter Editor. The museum's newsletter, while formatted to appear as a printed newsletter, is a paperless publication distributed primarily through Internet and email resources as a PDF (Adobe® Portable Document Format).

The focus of the newsletter content is museum related issues within the state of Arizona. These issues include, but are not limited to, the subjects of political advocacy, professional development, website calendars and pertinent event dates, and board-related needs/changes. An example of the current MAA Gallery may be viewed at www.azmuseums.org.

The MAA Newsletter Designer will be responsible for:

- Develop the layout template and layout quarterly issues of the newsletter
- Create PDF for Internet and email distribution
- Working closely with the MAA Newsletter Editor, Web Editor and Communications Committee to expedite and disseminate information through the appropriate communication venue

The MAA Newsletter Designer must:

- Have 2 years of design experience with print media
- Demonstrated proficiency with print media software (i.e. Quark, Adobe Photoshop, Publisher)
- Experience with Adobe Acrobat, PDF print workflows
- An understanding of the Arizona museum field

This position will pay \$300 per quarterly issue, \$1200 annually (based on the organization's fiscal year). This position will also include an additional \$300 for the first issue

Please submit, by email, a letter of interest, a resume and sample newsletter designs to:

Mitch Menchaca

Secretary of the Museum Association of Arizona

mmenchaca@azarts.gov

The deadline for to apply for this position is Thursday, September 6, 2007.